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Intended for:	Will be put onto webpage as well as handed out to new employees within ADESH Web
Issued:	2017-11-06

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ENVIRONMENT
SAFETY & HEALTH

Associate Directorate for Environment, Safety, & Health

New Employee Guide

Fall 2017

Los Alamos
NATIONAL LABORATORY
EST. 1943

ENVIRONMENT
SAFETY & HEALTH

ASSOCIATE DIRECTORATE FOR ENVIRONMENT SAFETY & HEALTH

MISSION The Environment, Safety, and Health Directorate's mission is to support the Laboratory in accomplishing its assigned mission while ensuring the safety of Laboratory employees and the surrounding environment.

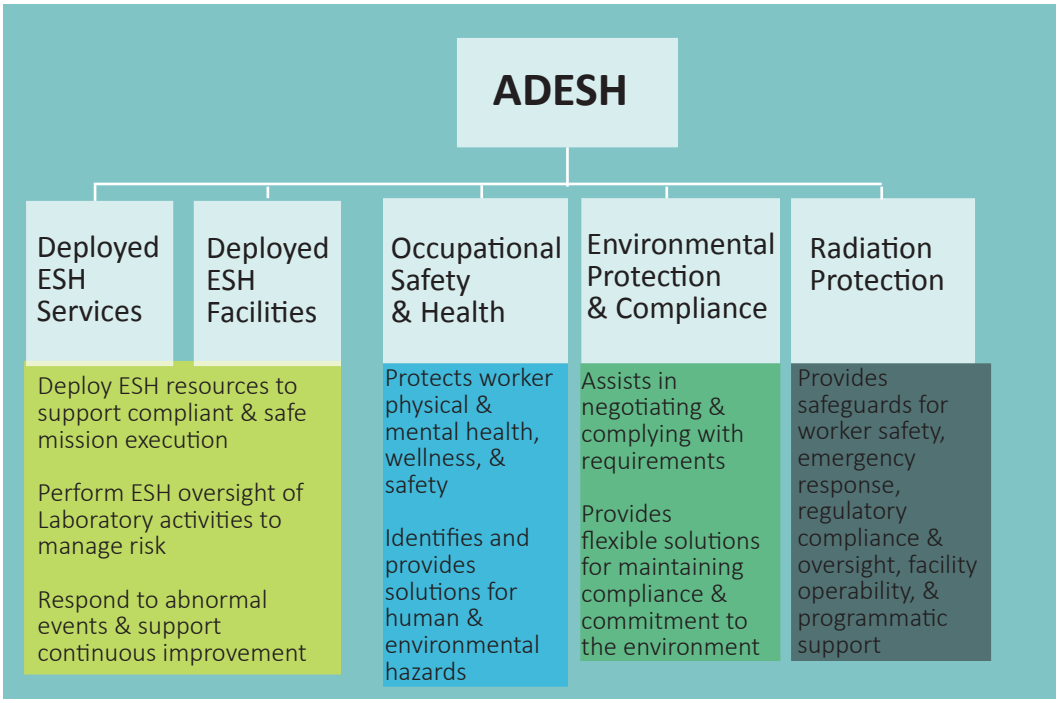
Focus ADESH is strongly committed to ensuring that all Laboratory operations protect workers, the public, and the environment

ABOUT US

The Associate Directorate for Environment, Safety, and Health assists in making Laboratory operations safe for all employees, for surrounding communities, and for the environment. We conduct monitoring and compliance operations, as well as providing services across the entire Laboratory to ensure mission success.

Areas of service

- Occupational health
- Industrial safety and hygiene
- Waste management
- Environmental stewardship
- Radiation protection
- Performance improvement
- Compliance



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SAFETY & HEALTH

ASSOCIATE DIRECTORATE FOR ENVIRONMENT SAFETY & HEALTH

ENVIRONMENTAL PROTECTION & COMPLIANCE

Environmental Stewardship – Ensures that the Laboratory achieves mission success without harming environmental and cultural resources.

Waste Management – Coordinates waste disposition, and provides expertise and guidance to waste generators, ensuring that waste is handled in a way that supports of the Laboratory's environmental committment

Compliance – Provides expertise and implementation assistance for water-resource and air-quality laws and regulatory compliance.

RADIATION PROTECTION

Radiation Protection – Provides monitoring laboratories, equipment, and oversight that ensure the safety of employees, especially within the context of the diverse Laboratory work that presents the potential for radiological contamination.

OCCUPATIONAL SAFETY & HEALTH

Occupational Health – Promotes a healthy, safe, and productive workforce through evidence-based care, systemic solutions, excellent customer service, and a client-centered focus.

Industrial Safety and Health – Provides subject matter expertise, support, and services for identifying, evaluating, and controlling potentially harmful work activities.

Performance Improvement – Engages in continuous analysis, development, and implementation of safety performance across the Laboratory.

DEPLOYED ENVIRONMENT SAFETY & HEALTH

DESH Facilities – Provides support and expertise for facility-specific operations.

Areas of Service

- LANSCE Facility Operations
- Science & Technology Operations
- TA-55 Facility Operations
- Weapons Facilities Operations

DESH Services – Provides support and expertise for interorganizational services neccessary across the Laboratory.

Areas of Support

- Construction, Projects, & Craft Support
- Environmental & Waste Management Support
- Utilities & Infrastructure Support

ENVIRONMENT
SAFETY & HEALTH

ENVIRONMENTAL PROTECTION & COMPLIANCE

MISSION Support the Laboratory's mission achievement by managing environmental risk and maintaining excellence and integrity in our commitment to being a steward of the environment.

ABOUT US

The Environmental Protection and Compliance Division assists Laboratory operating entities in applying for permits, and complying with state and federal requirements. We provide solutions that allow the Laboratory to maintain compliance and allow for necessary operational flexibility while minimizing costs, complexity, and environmental impacts.

HOW WE HELP

Environmental Stewardship – Environmental Stewardship programs and services ensure that the Laboratory achieves mission success without harming environmental and cultural resources.

Waste Management – Waste Management programs and services coordinate waste disposition and provide expertise and guidance to waste generators. Our work ensures that waste is handled in a manner that supports the Laboratory's commitment to preserving the environment.

Compliance – Environmental Compliance programs and services provide expertise and assistance for compliance in areas such as water-resource, air-quality, and waste-management laws and regulations.

Resource Management Services
- National Environmental Policy Act (NEPA) compliance
- Biological resources
- Heritage resources
- Land transfer

Planning and Monitoring Services
- Dose assessment
- Environmental Management System
- Integrated project review
- Long-term strategy for environmental stewardship and sustainability
- Natural resource damage assessment
- Soil, foodstuffs, and biota

Waste Management Services
- Characterization services
- Radioactive waste compliance services
- Waste acceptance services
- Waste generator services

Compliance Program and Services
- Air quality
- Water quality
- Storm water quality
- Resource Conservation and Recovery Act (RCRA)

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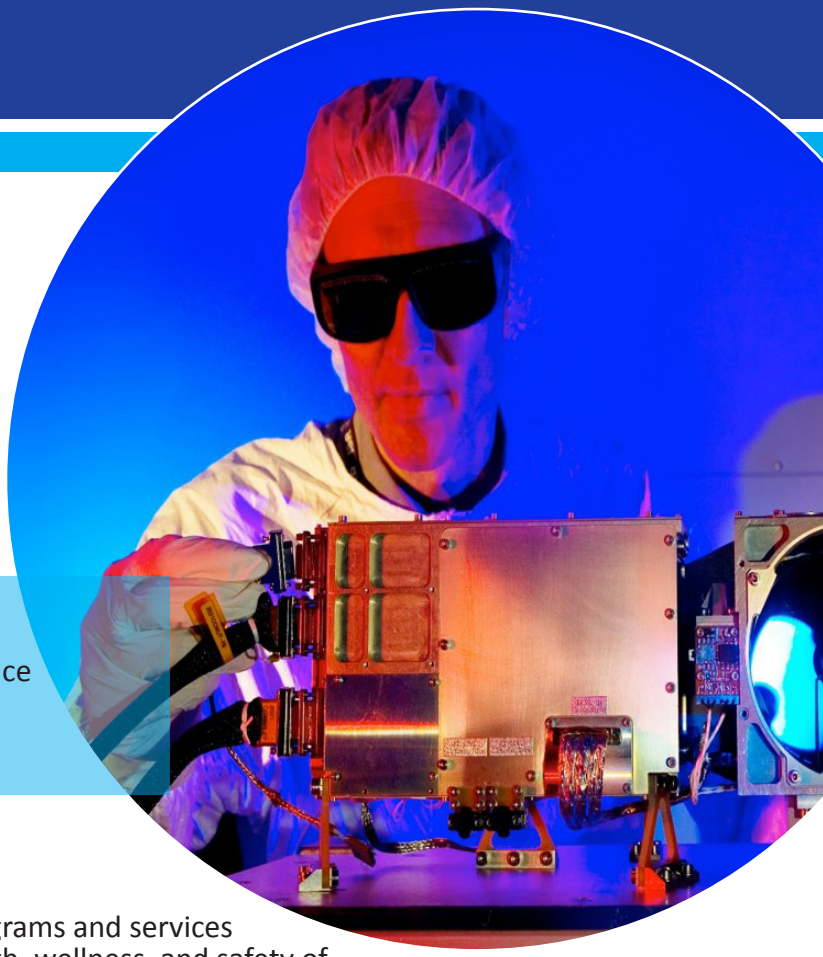
ENVIRONMENT SAFETY & HEALTH

OCCUPATIONAL SAFETY & HEALTH



MISSION Support the Laboratory's mission achievement by striving to identify and control workplace hazards, prevent injury and illness, and develop and provide safeguards for workers.

ABOUT US

The Occupational Safety and Health Division offers programs and services that protect and promote the physical and mental health, wellness, and safety of Laboratory workers. We work to identify human and workplace hazards, as well as providing safeguards to protect employees.

HOW WE HELP

Occupational Health – Occupational Health programs and services promote a healthy, safe, and productive workforce. We do this through evidence-based care, systemic solutions, excellent customer service, and a client-centered focus.

Industrial Safety and Health – The Industrial Safety and Health programs and services provide subject matter expertise, support, and services for identifying, evaluating, and controlling harmful work activities.

Performance Improvement – The Performance Improvement group is dedicated to continuously analyzing, developing, and implementing safety performance across the Laboratory.

Occupational Health services

- Employee Assistance Program
- Ergonomics
- Mental Health Fitness
- Occupational Medicine surveillance programs and clinic services
- Integrated health services and information management
- Wellness classes and facilities

Industrial Safety and Health services

- Electrical safety: Electrical Inspection Team (EIT)
- Excavation: Soil Disturbance Review Team
- Industrial hygiene service equipment
- Lead and asbestos services
- Respiratory protection
- Equipment fitting and testing
- Industrial ventilation testing and inspection

Performance Improvement programs

- Integrated Safety Management (ISM)
- Human Performance Improvement (HPI)
- Issues management
- Exhibit F
- Injury/illness
- Training and qualifications

ENVIRONMENT
SAFETY & HEALTH

DEPLOYED ENVIRONMENT SAFETY & HEALTH

MISSION Support the Laboratory's mission achievement by deploying environment, safety, and health professionals and technicians to ensure safe and compliant operations.

ABOUT US

The Deployed Environment, Safety, and Health Facilities and Deployed Environment, Safety, and Health Services Divisions provide multidisciplimary ESH teams to evaluate the risk of programmatic and facility operations across the Laboratory. We identify the resources needed to effectively manage risk and implement all applicable environment, safety, and health requirements. Our deployed personnel provide technical and professional expertise in radiation protection, environmental protection, waste management, and industrial hygiene and safety.

HOW WE HELP

Deployed Environment, Safety, and Health Facilities – DESHF deployed professionals and technicians provide support and expertise for facility-specific operations.

Areas of Support

- LANSCE Facility Operations
- Science & Technology Operations
- TA-55 Facility Operations
- Weapons Facilities Operations

Deployed Environment, Safety, and Health Services – DESHS deployed professionals and technicians provide support and expertise for interorganizational services necessary across the Laboratory.

Areas of Support

- Construction, projects, & craft support
- Environmental & waste management support
- Utilities & infrastructure support

Deployed professionals –

- Participate in work planning to ensure hazards are identified, controls are implemented, and ESH resources are allocated
- Investigate reportable and nonreportable events
- Investigate abnormal events
- Conduct surveillance and assessments
- Provide waste management support
- Provide environmental protection support
- Provide expertise in industrial hygiene and safety
- Provide radiation protection support

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ENVIRONMENT
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RADIATION PROTECTION

MISSION Support the Laboratory's mission achievement through expertise, capabilities, services, support, and oversight that ensure radiological work is safe for the worker, as well as compliant with regulations.

ABOUT US

The Radiation Protection Division provide safeguards and services for worker safety, emergency response, regulatory compliance and oversight, facility operability, and programmatic support through

- core, centralized, and deployed capabilities from RP Division,
- facility-specific radiation protection requirements, and
- line & facility organization implementation of requirements.

HOW WE HELP

Radiation Protection (RP) –

The Radiation Protection Division's programs and services help ensure mission accomplishment, worker safety, and regulatory compliance. Laboratory operations involve active facilities with active or legacy radiological hazards. In response, we provide monitoring laboratories, equipment, and oversight that ensure the safety of employees, specifically in regard to radiological exposure and contamination.

RP establishes and maintains procedures and standards in accordance with Federal Regulation (10 CFR 835).

Radiation Protection Services

- Analyzes radiological contamination through the Health Physics Analysis Laboratories (HPAL)
- Measures/monitors whole-body radionuclide counts with In Vivo Measurements Laboratories (IVML)
- Monitors exposure to skin and internal organs with dosimetry
- Calibrates of radiation detection and analysis instruments
- Maintains radiation generating device (RGD) and sealed-source repository
- Ensures of regulatory compliance through workplace monitoring, exposure, controls, and operational As Low As Reasonably Achievable (ALARA) programs
- Functions as a central point for contamination control and radiological personal protective equipment (PPE)
- Creates/maintains radiation posting, labeling, plans, and procedures
- Designs/reviews radiological operations and factility modifications

$150M Budget
733 employees
9 Regulatory Agencies (6 Fed / 3 State)
2 DOE Field Offices (EM-LA, NA-LA)

ENVIRONMENT SAFETY & HEALTH

OccHealth
Medical Director

Core Division ESH Capabilities Develop and Maintain 135 ESH Programs

50 programs

ENVIRONMENTAL PROTECTION & COMPLIANCE

Regulatory Compliance

Stewardship

Waste Management Programs & Services

69 programs

OCCUPATIONAL SAFETY & HEALTH

Industrial Safety and Hygiene

Performance Improvement/HPI/ISM

Health Clinic and Wellness Center

16 programs

RADIATION PROTECTION

Compliant Radiation Protection Programs & Services

460 employees

Deployed Division ESH Functions Implement Those Programs In The Field

DEPLOYED ESH SUPPORT

FACILITIES	SERVICES
LANSCE FOD	Construction Projects and Maintenance
STO FOD	
TA-55 FOD	UI FOD
WFO FOD	EWMO FOD

273 employees

Associate Directorate for Environment, Safety, and Health (ADESH)

Chief of Staff
Penny Van Pelt

Executive Office Administrator
Barbara Bushong

Office Administrator
Taylor Valdez

AD Projects
Terese Ford

VPP Office
Vanessa De La Cruz
Miranda Lovato-Chavez

Associate Director
Michael Brandt

Deputy Associate Director
Raeanna Sharp-Geiger

Medical Director
Sara Pasqualoni, M.D.

Deployed Services

CFO, Cheryl Abeyta
HR, Christine Gonzales
Communications, Kaitlin Martinez
Property, Vicki Barnett
Security Officer, Paul Tiede
Training, Ben Baca
DC/RM, Linda M. Salazar
Data Systems, Edwina Sanchez
Web, Koranne Ostic-Randow
Key/Core Custodian, Peggy Williams

CORE CAPABILITIES

Environmental Protection and Compliance
EPC-DO 8A000A
Division Leader
John Bretzke
Acting Deputy DL
Ben Roberts

Occupational Safety and Health
OSH-DO 8B000A
Division Leader
Jim Coy

Radiation Protection
RP-DO 8F000A
Division Leader
Maria Nappi

Develop and maintain over 135 ESH programs

DEPLOYED FUNCTIONS

Deployed Facilities
DESHF-DO 8V000A
Division Leader
Stephanie Archuleta

Deployed Services
DESHS-DO 8X000A
Division Leader
Theresa Cull

Implement programs in the field

ADESH POCs

ADESH Seminars - Amanda Cvinar	Ethics - Penny Van Pelt	PFITS/RMS/MRB - Linda Nelson
CAS/IMRB - John McCann	Housekeeping - LeAnn Purtzer and Jim Stanton	Policy - Terese Ford/Penny Van Pelt
Communications/Arts/Services - LANL Form 1999	LL - Mike Petrowski	Risk Working Group - John McCann
Deliverables/LOCATES - Saundra Martinez	LSS - Krista Black	SSIP - WSST Chair Mike Mallet
EMS - Christine Bullock	OCSR - Paul Tiede and Terese Ford	Space - Terese Ford
EPC Compliance (RCRA/MSGP) - Tony Grieggs	PEMP - AD Office	SPOT/LAAP Awards - Penny Van Pelt

Directorate Office	
TA-59-3-318	**MS K491/Fax: 5-3811**
Michael Brandt	7-4218
Raeanna Sharp-Greiger	7-4218
Barbara Bushong	7-4218/699-8013
Taylor Valdez	7-4218
Penny Van Pelt	5-5497/412-7433
Terese Ford	5-2617/695-5534
Laboratory Medical Director	
TA-3-1411-102C	**MS D421/Fax: 606-2059**
Sara Pasqualoni	5-4158/595-5475
Human Resources	
TA-59-03-308	**MS K491/Fax: 5-3286**
Christine Gonzales	7-8695
Directorate Security Officer	
TA-03-29-S024	**MS G746**
Paul Tiede	5-5337/695-5969
CFO	
TA-59-03-306	**MS K491/Fax: 5-3286**
Cheryl Abeyta	7-4009
Communications	
TA-59-03-313	**MS K491/Fax: 5-3286**
Kaitlin Martinez	7-6168/699-1634
Web	
TA-00-767-213AT	**MS M875/5-2502**
Koranne Ostic-Randow	7-9101
DC/RM	
TA-00-480-141	**MS M890**
Linda Salazar	7-7407
Badge Reader	
TA-59-3-318	**MS K491/Fax: 5-3811**
Taylor Valdez	7-4218
Property	
TA-00-480-13	**M969**
Vicki Barnett	606-2206/4-5629
TA59 Conference Rooms	
Kachina	Bldg. 03 Rm. 311 P: 7-4218
OSH-DO	Bldg. 03 Rm. 102 P: 6-0295
ENV-RRO	Bldg. 117 Rm. 101 P: 7-4383

Environmental Protection & Compliance	
TA-59-03-315	**MS K941/Fax 5-3811**
John Bretzke	5-3867
Ben Roberts	4-0919/500-2618
Occupational Safety & Health	
TA-59-03-120	**MS K499/5-2192**
Jim Coy	606-1629/500-5791
Robyn Mcleod	606-0295
Radiation Protection (Division Office)	
TA-59-03-316	**MS K788/Fax: 5-3811**
Maria Nappi (DL)	4-0554/309-1699
Brittany Christiansen	7-7171/695-6322
Radiation Protection Programs	
TA-59-03-316	**MS K788/Fax: 5-3811**
Steve Costigan	5-9435/500-2282
Radiation Protection Services	
TA-03-2007-115	**MS G761/Fax 5-6071**
Jeff Hoffman	5-2961/695-8906
Margaret Runyon	5-6064
Deployed Facilities	
TA-59-3-204	**MS K481/7-8020**
Stephanie Archuleta	5-5151/699-0727
Victoria Dominguez	5-5151/695-3183
Deployed Services	
TA-59-3-204	**MS K481/7-8020**
Theresa Cull	5-9472/695-5419
Rubina Loibl	5-9472/500-2009
VPP Office	
Vanessa De La Cruz	5-8089
Miranda Lovato-Chavez	5-7716
Training	
TA-00-480-139	**MS M890**
Ben Baca	7-1193
Data Systems	
TA-00-787-2001BW	**MS P208**
Edwina Sanchez	5-1141/695-4246
Key Custodian	
TA-03-142-100	**MS P908/Fax: 7-0731**
Peggy Williams	7-4009

ADESH POCs

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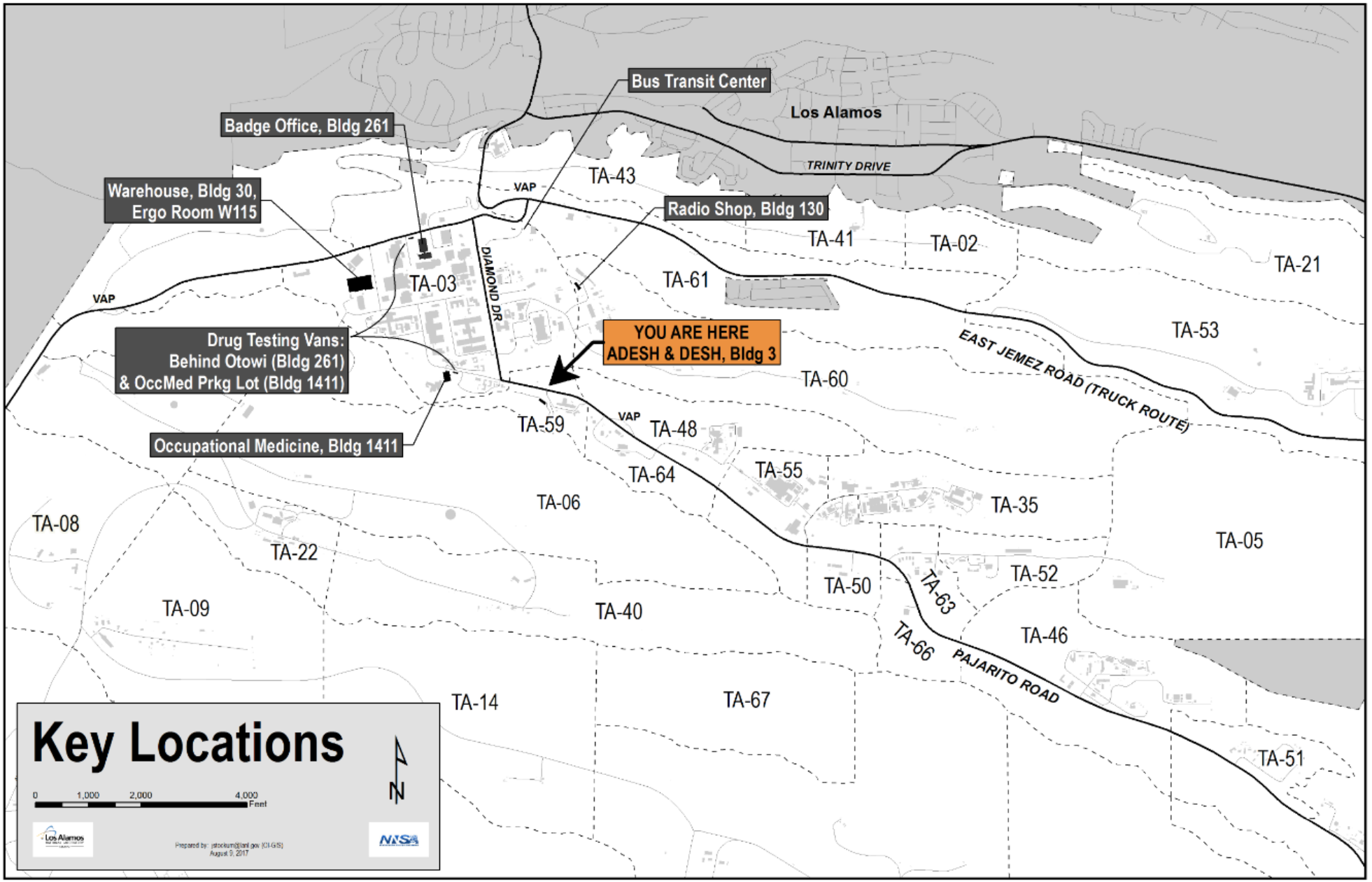
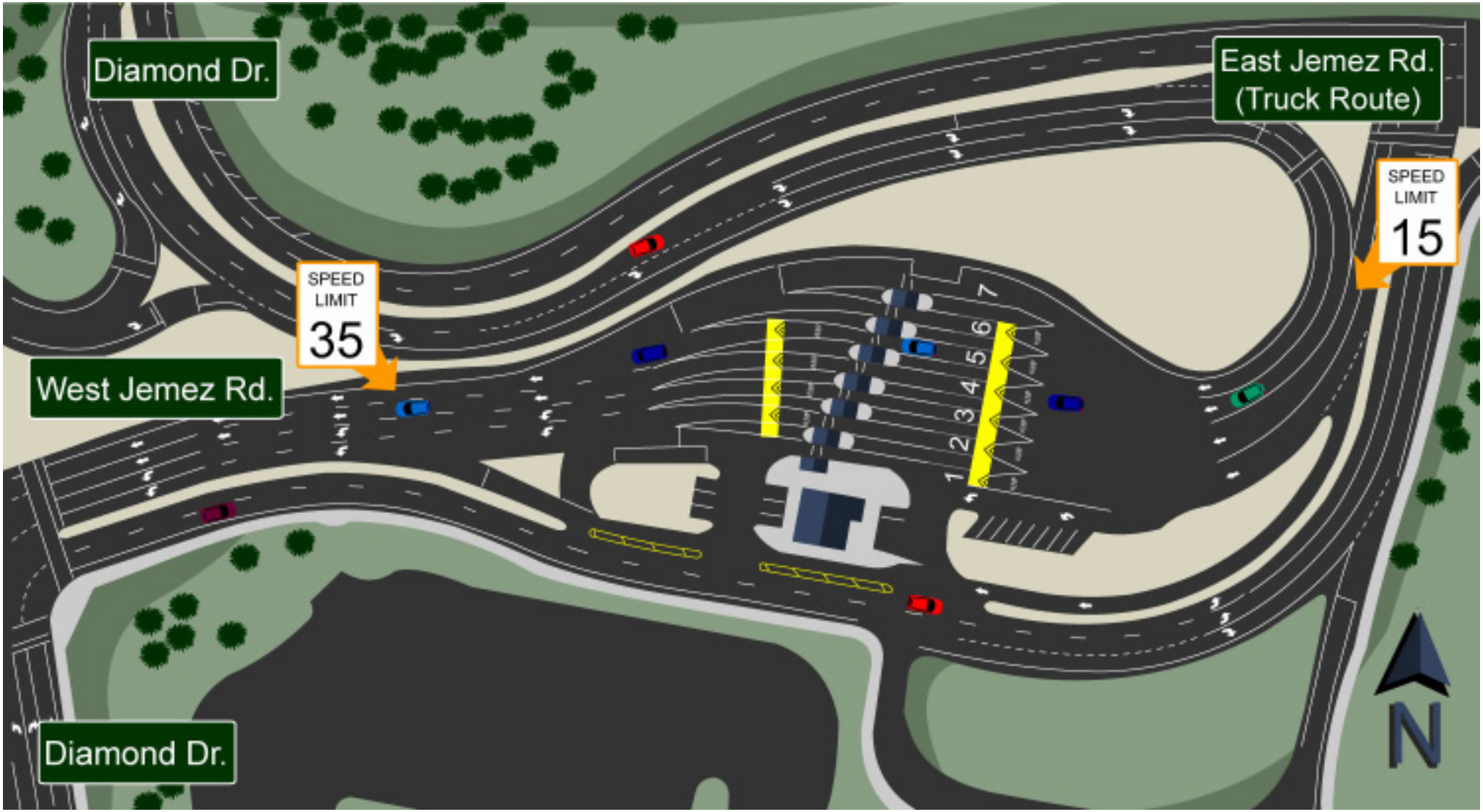

Bus Transit Center
Badge Office, Bldg 261
Los Alamos
TRINITY DRIVE
Warehouse, Bldg 30,
Ergo Room W115
VAP
TA-43
Radio Shop, Bldg 130
TA-41
TA-02
TA-21
DIAMOND DR
TA-03
TA-61
VAP
YOU ARE HERE
ADESH & DESH, Bldg 3
TA-53
Drug Testing Vans:
Behind Otowi (Bldg 261)
& OccMed Prkg Lot (Bldg 1411)
EAST JEMEZ ROAD (TRUCK ROUTE)
TA-60
TA-59
VAP
TA-48
Occupational Medicine, Bldg 1411
TA-64
TA-55
TA-06
TA-35
TA-08
TA-05
TA-22
TA-52
TA-50
TA-63
TA-09
TA-40
TA-66
PAJARITO ROAD
TA-46
TA-14
TA-67
TA-51
Key Locations
0
1,000
2,000
4,000
Feet
N

East Jemez Road (Map 1)
Vehicle Access Portals



Traffic Lane 1: Closed except for emergencies and maintenance operations.
Traffic Lanes 2-7: Drivers required to stop and present LANL badges or other form of valid identification to Protective Force officers. Drivers may proceed upon direction of the officers. **Note:** Commercial delivery vehicle drivers must also present their inspection passes from Post 10.
More Information: spp-questions@lanl.gov

Non-work Hours
Vehicles entering LANL at the East Jemez VAPs during non-work hours (between 7 pm and 5 am during the weekdays and all day on weekends) will be funneled into the center lane (Lane #4). All other VAP lanes will be closed during non-work hours. Drivers must stop at the center lane guard post and proceed only upon verbal or hand-signal direction from the Protective Force officer.

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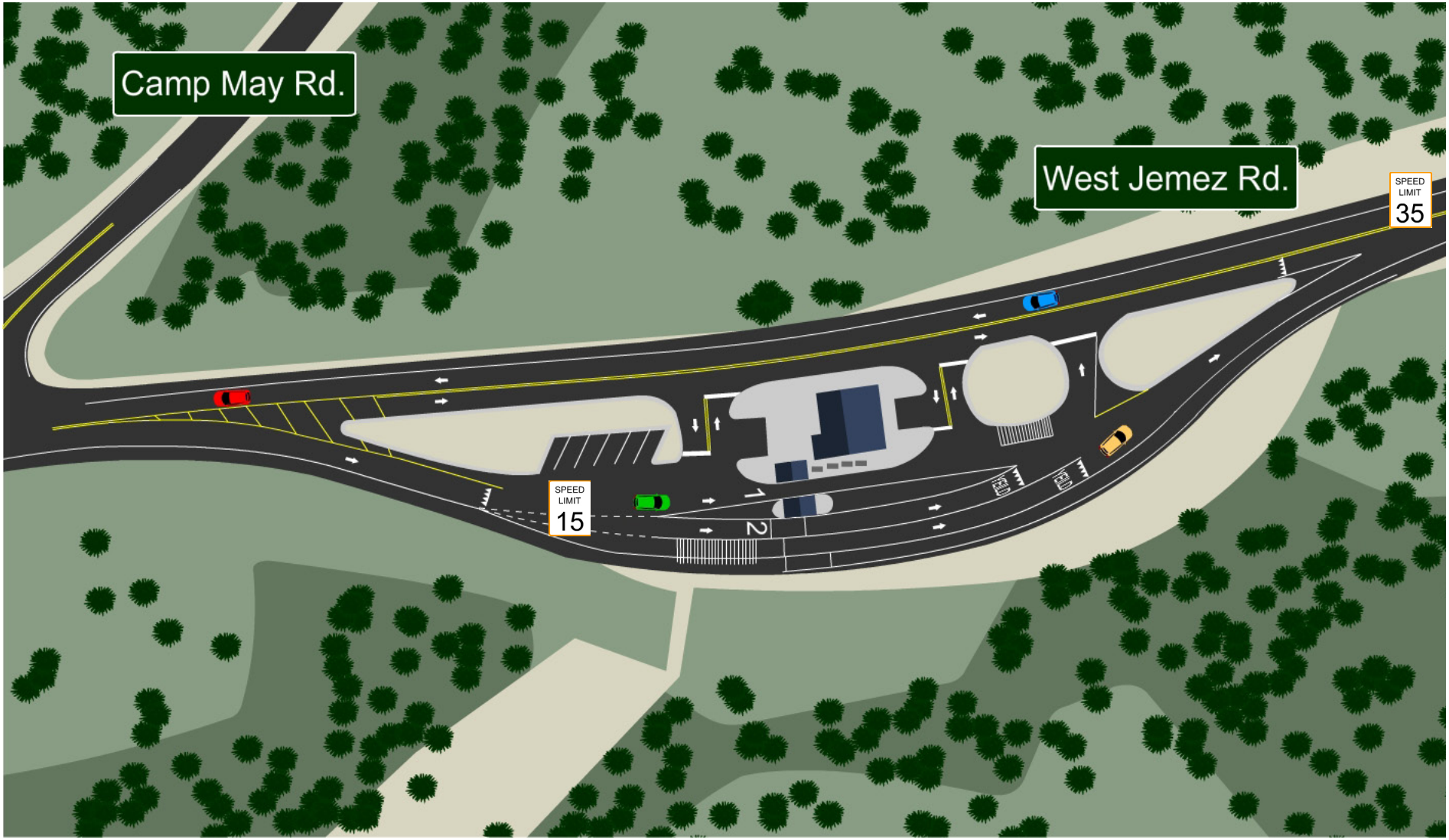
West Jemez Road (Map 2)

Vehicle Access Portals

Changes Effective January 11, 2010



Traffic Lane 1: No stop required. Drivers must slow down to 15 MPH while nearing and driving through the lane
Traffic Lane 2: Closed except for random inspections.
Note: All vehicles (commercial, private, government) are subject to random inspections while on Laboratory property.
More Information: spp-questions@lanl.gov

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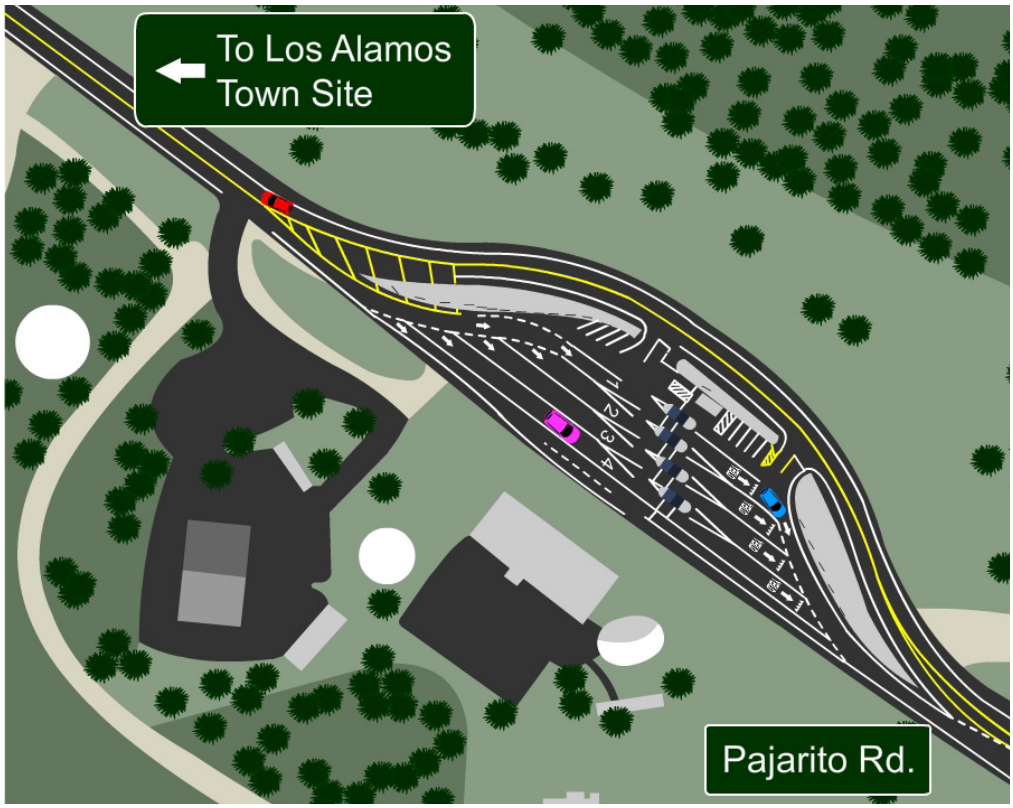
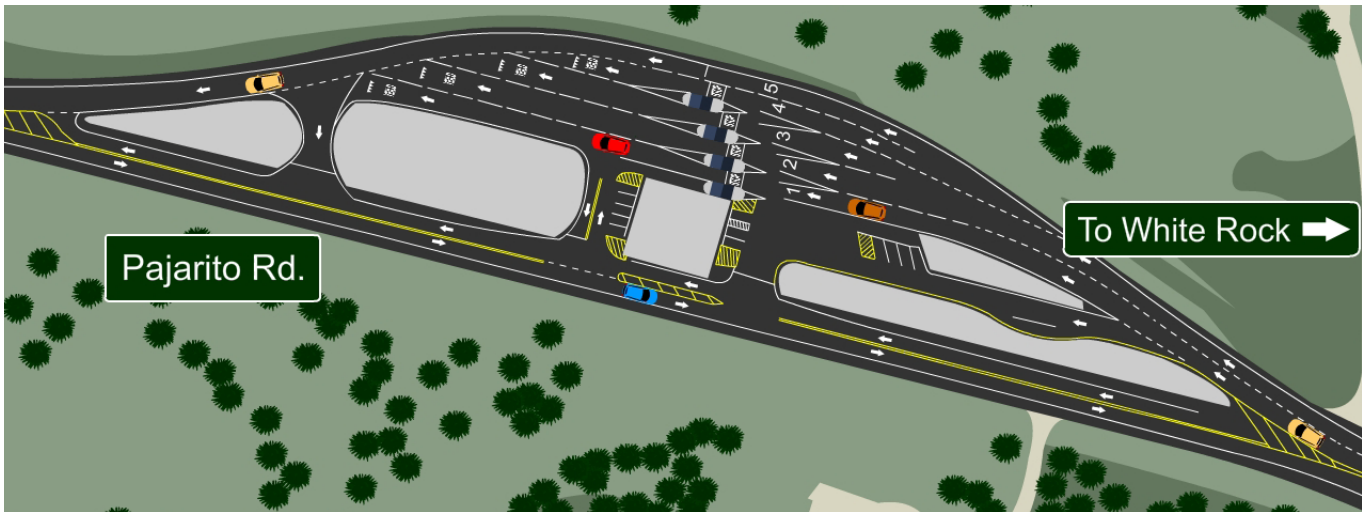
Pajarito Corridor (Map 4)
VEHICLE ACCESS PORTALS

TA-48 Vicinity

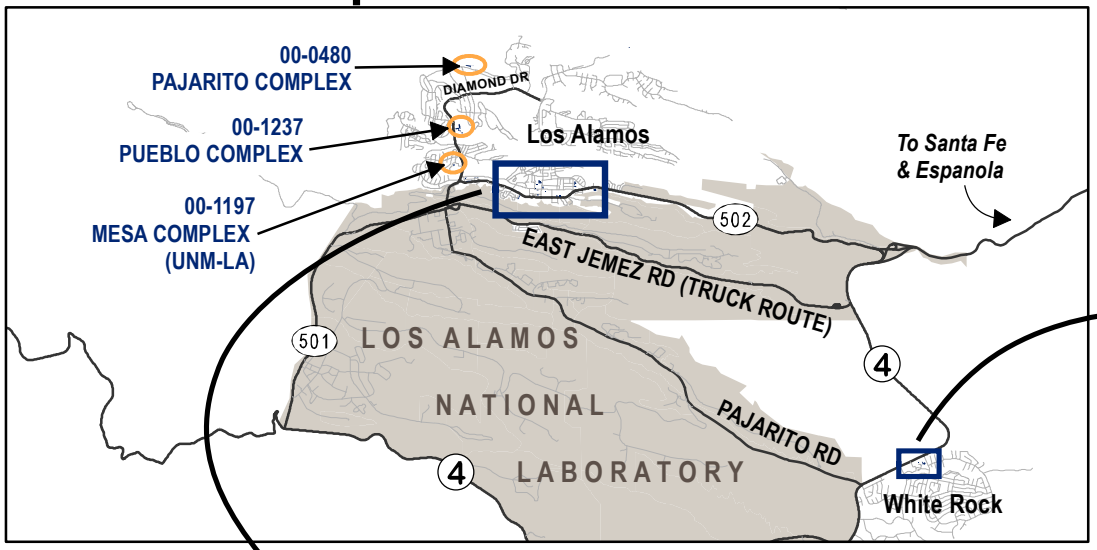


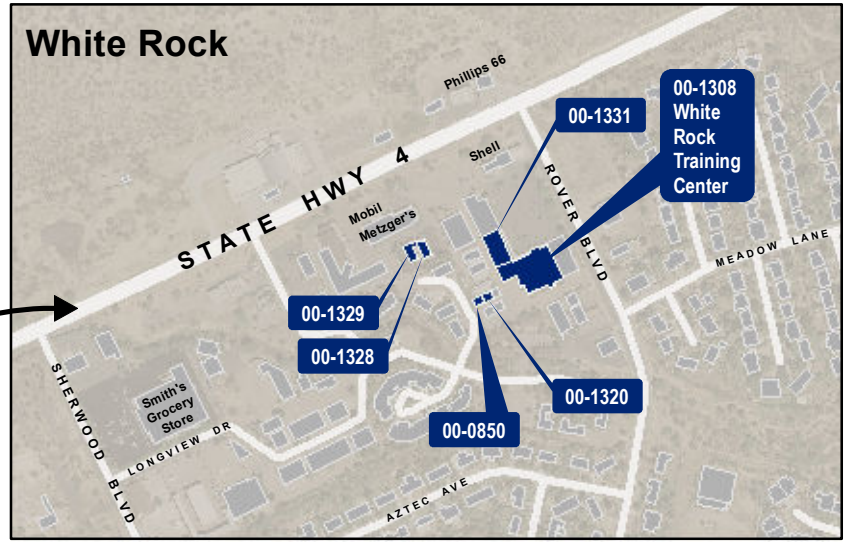
TA-36 Vicinity

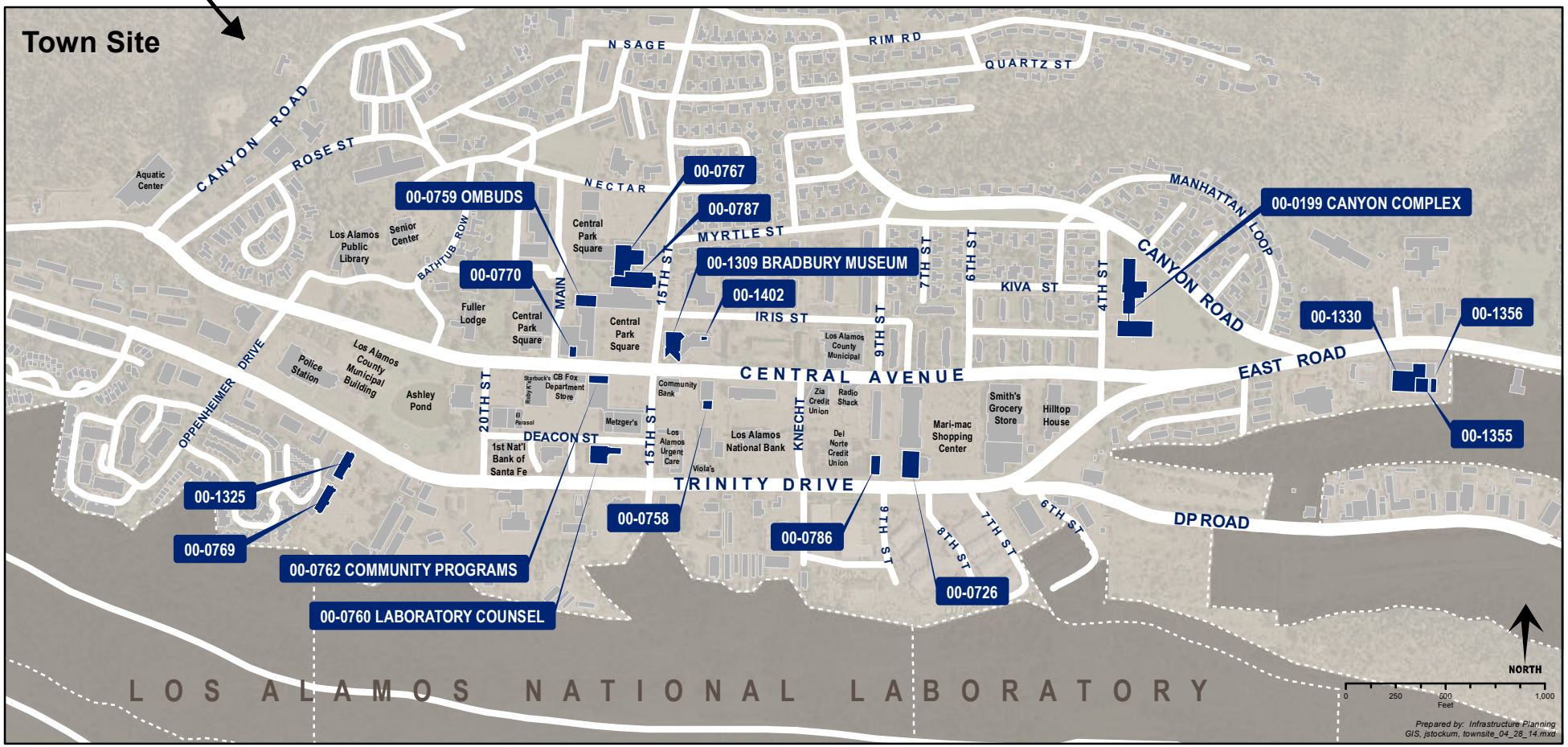


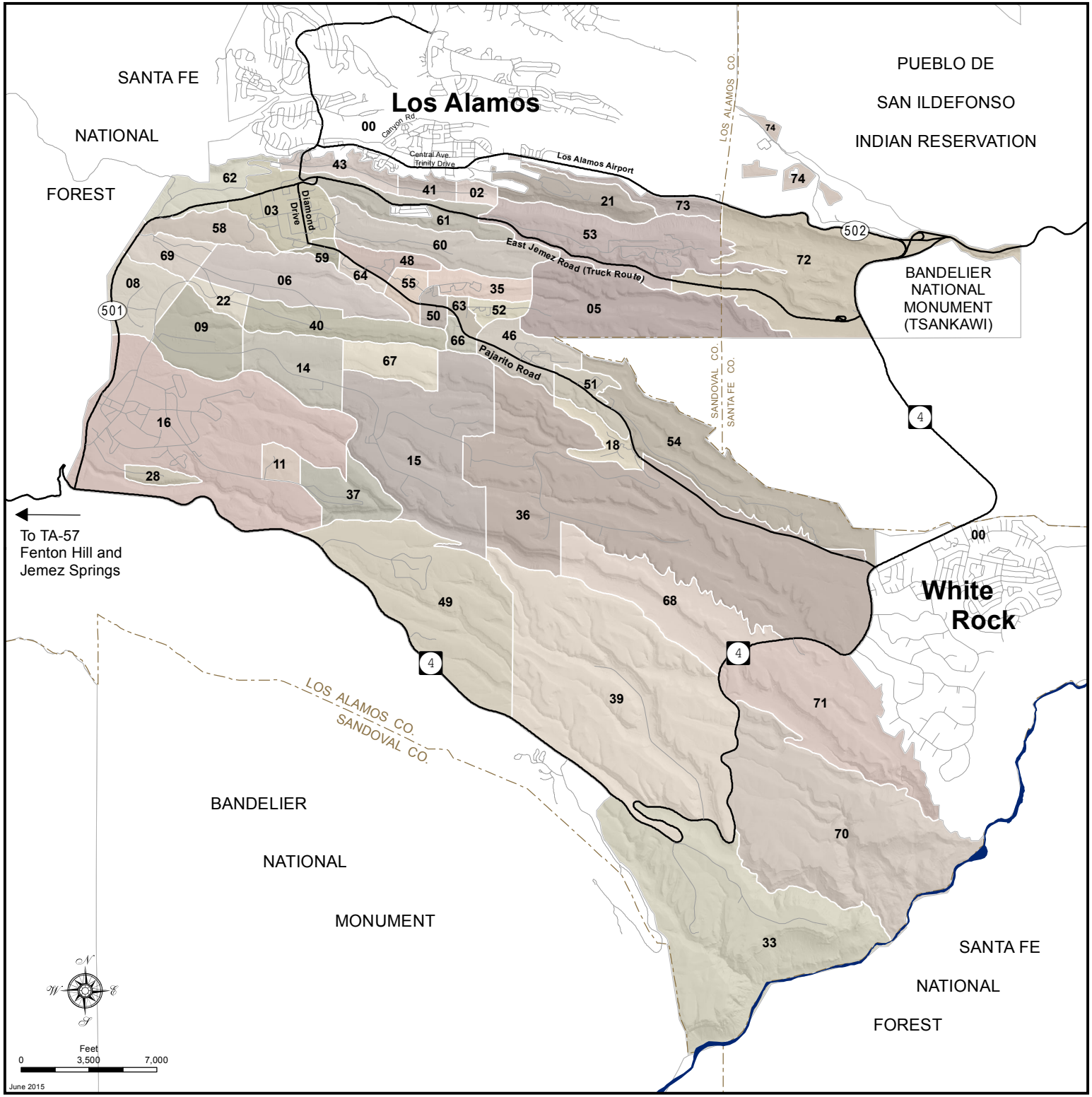
Drivers of delivery vehicles entering Pajarito Road bounded by NM Highway 4 and Diamond Drive must stop at Post 10 for inspection passes. Protective Force officers stationed at the Pajarito Corridor VAPs will turn away delivery vehicles that have not been inspected at Post 10.
Note: All vehicles (commercial, private, government) are subject to random inspections while on Laboratory property.
More Information: spp-questions@lanl.gov

LANL Operations at TA-00 / Los Alamos Town Site & White Rock









Technical Areas

- **TA-00** OFF SITE
- **TA-02** OMEGA SITE
- **TA-03** SOUTH MESA SITE
- **TA-05** BETA SITE
- **TA-06** TWO MILE MESA SOUTH SITE
- **TA-08** ANCHOR WEST SITE
- **TA-09** ANCHOR EAST SITE
- **TA-11** K SITE
- **TA-14** Q SITE
- **TA-15** R SITE
- **TA-16** S SITE
- **TA-18** PAJARITO LABORATORY
- **TA-21** DP SITE
- **TA-22** TD SITE
- **TA-28** MAGAZINE AREA A
- **TA-33** HP SITE
- **TA-35** TEN SITE
- **TA-36** KAPPA SITE
- **TA-37** MAGAZINE AREA C
- **TA-39** ANCHO CANYON SITE
- **TA-40** DF SITE
- **TA-41** W SITE
- **TA-43** HEALTH RESEARCH LABORATORY
- **TA-46** WA SITE
- **TA-48** RADIOCHEMISTRY SITE
- **TA-49** FRIJOLES MESA SITE
- **TA-50** WASTE MANAGEMENT SITE
- **TA-51** ENVIRONMENTAL RESEARCH SITE
- **TA-52** REACTOR DEVELOPMENT SITE
- **TA-53** LOS ALAMOS NEUTRON SCIENCE CENTER
- **TA-54** WASTE DISPOSAL SITE
- **TA-55** PLUTONIUM FACILITY SITE
- **TA-57** FENTON HILL
- **TA-58** TWO MILE MESA NORTH SITE
- **TA-59** OH SITE
- **TA-60** SIGMA MESA SITE
- **TA-61** EAST JEMEZ SITE
- **TA-62** NORTHWEST SITE
- **TA-63** PAJARITO SERVICE SITE
- **TA-64** CENTRAL GUARD SITE
- **TA-66** CENTRAL TECHNICAL SUPPORT SITE
- **TA-67** PAJARITO MESA SITE
- **TA-68** WATER CANYON SITE
- **TA-69** ANCHOR NORTH SITE
- **TA-70** RIO GRANDE SITE
- **TA-71** SOUTHEAST SITE
- **TA-72** EAST ENTRY SITE
- **TA-73** AIRPORT SITE
- **TA-74** OTOWI SITE

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LOS ALAMOS NATIONAL LABORATORY

Operated by Los Alamos National Security, LLC for the U.S. Department of Energy's NNSA

2017

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 3	3	4	17-001 5 PAYDAY	6 A	7
8	9 4	10	11	12	13 B	14
15	16 5	17	18	17-002 19 PAYDAY	20 A	21
22	23 6	24	25	26	27 B	28
29	30 7	31				

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	17-003 2 PAYDAY	3 A	4
5	6 8	7	8	9	10 B	11
12	13 9	14	15	17-004 16 PAYDAY	17 A	18
19	20 10	21	22	23	24 B	25
26	27 11	28				

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
			1	17-005 2 PAYDAY	3 A	4
5	6 12	7	8	9	10 B	11
12	13 13	14	15	17-006 16 PAYDAY	17 A	18
19	20 14	21	22	23	24 B	25
26	27 15	28	29	17-007 30 PAYDAY	31 A	

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 16	4	5	6	7 B	8
9	10 17	11	12	17-008 13 PAYDAY	14 A	15
16	17 18	18	19	20	21 B	22
23 / 30	24 19	25	26	17-009 27 PAYDAY	28 A	29

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
	1 20	2	3	4	5 B	6
7	8 21	9	10	17-010 11 PAYDAY	12 A	13
14	15 22	16	17	18	19 B	20
21	22 23	23	24	17-011 25 PAYDAY	26 A	27
28	29 24	30	31			

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 B	3
4	5 25	6	7	17-012 8 PAYDAY	9 A	10
11	12 26	13	14	15	16 B	17
18	19 27	20	21	17-013 22 PAYDAY	23 A	24
25	26 28	27	28	29	30 B	

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 29	4	5	17-014 6 PAYDAY	7 A	8
9	10 30	11	12	13	14 B	15
16	17 31	18	19	17-015 20 PAYDAY	21 A	22
23 / 30	24 / 31 32	25	26	27	28 B	29

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	17-016 3 PAYDAY	4 A	5
6	7 34	8	9	10	11 B	12
13	14 35	15	16	17-017 17 PAYDAY	18 A	19
20	21 36	22	23	24	25 B	26
27	28 37	29	30	17-018 31 PAYDAY		

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1 A	2
3	4 38	5	6	7	8 B	9
10	11 39	12	13	17-019 14 PAYDAY	15 A	16
17	18 40	19	20	21	22 B	23
24	25 41	26	27	17-020 28 PAYDAY	29 A	30

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 42	3	4	5	6 B	7
8	9 43	10	11	17-021 12 PAYDAY	13 A	14
15	16 44	17	18	19	20 B	21
22	23 45	24	25	17-022 26 PAYDAY	27 A	28
29	30 46	31				

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 B	4
5	6 47	7	8	17-023 9 PAYDAY	10 A	11
12	13 48	14	15	16	17 B	18
19	20 49	21	17-024 22 PAYDAY	23	24 A	25
26	27 50	28	29	30		

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1 B	2
3	4 51	5	6	17-025 7 PAYDAY	8 A	9
10	11 52	12	13	14	15 B	16
17	18 1	19	20	17-026 21 PAYDAY	22 A	23
24 / 31	25 2	26	27	28	29 B	30

X = payday

X = holiday*

*If an employee has a scheduled day off on an observed holiday, the work day immediately before or following the holiday may be observed as the holiday, provided it falls in the same work week. Managers must approve scheduling the alternative holiday, based first on business considerations and second on employee preference.

Early time collection due to Holiday
Other early time collection will be announced as needed.

Winter Closure

No: P761
Revision: 5

Issued: 10/14/11
Effective Date: 10/14/11

Work Schedules

1.0 PURPOSE

The purpose of this document is to describe and address the Laboratory's need to balance the quality of employee work life with the institutional obligation to meet programmatic deliverables and fulfill operational requirements. This document covers Laboratory business hours, work schedules, and work-at-home assignments.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Associate Director for Business Services (ADBS) as provided in the Prime Contract. This document derives from the Laboratory Governing Policies, particularly the section on Human Resources.

- Issuing Authority (IA): Associate Director for Business Services (ADBS)
- Responsible Manager (RM): Human Resources (HR) Division Leader
- Responsible Office (RO): Human Resources-Employee Relations (HR-ER)

2.2 Applicability

This document applies to all Laboratory employees except those employees covered by the terms of a collective bargaining agreement.

3.0 PROCEDURE DESCRIPTION

The Laboratory recognizes four work schedules that provide 80 work hours over a two-week pay period:

- 5/40—five 8-hour workdays each week.
- 9/80—four 9-hour workdays and one 8-hour workday one calendar week, four 9-hour work days the next calendar week. The 9/80 schedule workweek runs from Friday mid-shift to the following Friday mid-shift (see 9/80 schedule below).
- 4/10—four 10-hour workdays each week.
- 4.5/40—four 9-hour workdays and 4 hours each Friday.

A CRYPTO Card generates a passcode for one-time use within a limited timeframe to identify users. Information and computing services that require CRYPTO cards include:

- Enterprise Information Applications (EIA) such as T&E, Travel, Data Warehouse, and Training (U-Train)
- Web-based training
- Registration for Exchange email and calendaring accounts
- Off-site access using SSL portal
- High performance computing

To enable your Crypto card, please follow these steps:

1. Set a PIN for your card

NOTE: DO NOT use your Z-number or a sequential number, (example 123456, 987359), duplicate numbers, (example 555555, 444777, 115843), when setting a PIN. If you try to set your PIN with any sequential or duplicate number your card will be LOCKED and it will have to be returned to the ICN Accounts Office. It is your responsibility to ensure that your new PIN is not easily guessed.

1. Press the PASSWORD key to power on the card.
2. At the PIN? prompt, enter the number *123987*
3. Press the ENT key
4. At the NEW PIN? prompt, enter a 6-8 digit PIN of your choice
5. Press the ENT key
6. At the VERIFY? prompt, re-enter your new PIN again
7. Press the ENT key
8. If you are prompted to enter a NEW PIN? again, your pins did not match, repeat steps 4-7 again

Important Information:

- To receive an access code, press the PASSWORD key, at the PIN? prompt, enter your PIN, and press ENT twice
- It is you responsibility to ensure that your new PIN cannot be easily guessed.
- Protect your PIN from access by others and try not to lose or forget your PIN.
- If you do forget your PIN, you will need to return your card to the ICN Accounts Office to be reinitialized.
- Bookmark the URL http://cryptocard.lanl.gov for help with Crypto card problems.
- Having trouble viewing your access codes? You can adjust the contrast of your card by following these instructions.
- If you need assistance, contact the ADIT Help Desk at (505) 665-4444.

2. Accept receipt of your Crypto card

I have received my LANL Unclassified Crypto card. I have read and I understand my responsibilities when using an ICN token card and agree to fulfill those responsibilities. By entering your Z number and the Crypto card serial number below you are agreeing to the statement above and acknowledging receipt of your Crypto card.

Z Number: _____

CC Serial Number: _____
(Located on the back of your card)

Computer Time!

After you have enabled your CRYPTO card, it is time to put it to use.

Let's login!

How do I login?

Username: Z#@lanl.gov (Example: 123456@lanl.gov)

Password: code is given to you by crypto card, every time you log in will be a different code

You are logged in!

What do you do next?

Let's get that email set up!

Pull up a browser and enter: register.lanl.gov

Step-by-step instructions will help you to get your email set up

You're email is set up!

Now what?

Enter int.lanl.gov into your browser

Your buddy will give you an overview & help you bookmark important sites

Important Sites to know:

LANL Phonebook

Oracle - Time & Labor

Building Locator

Forms

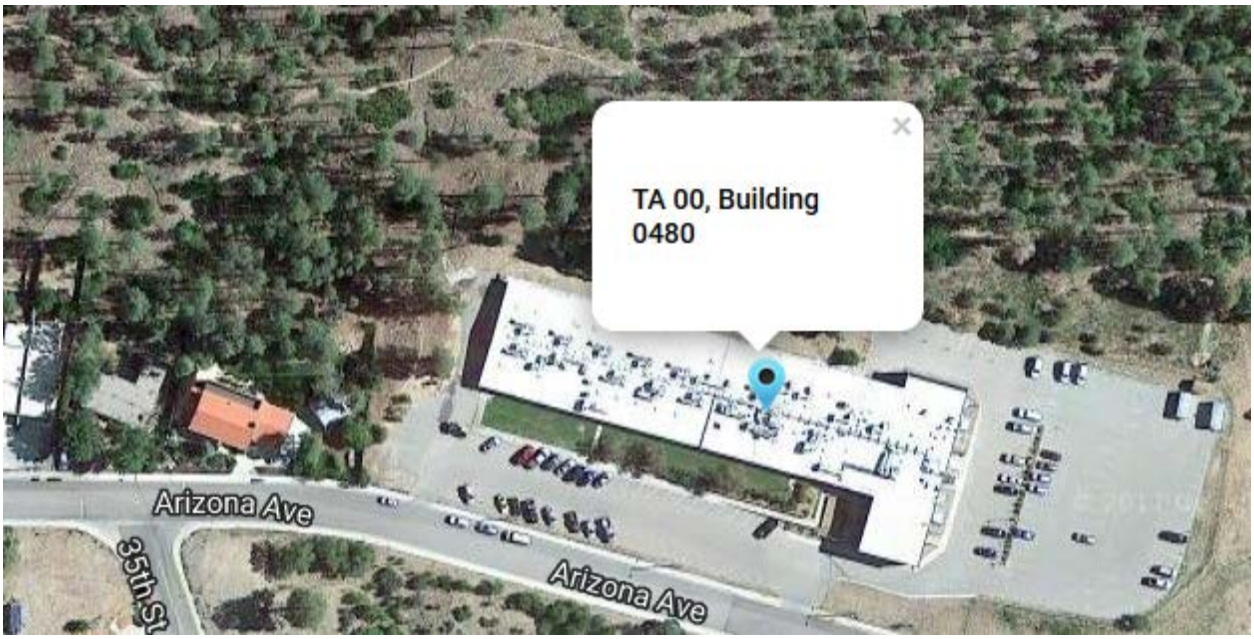
Job/task/function-specific training

These types of training are typically assigned based on a document called a Qualification Standard. A Qualification Standard is a document that contains requirements and job analyses to determine what training, education, and experience is required for a given job/task/function in order to perform that task safely, securely, and compliantly. Failure to complete or maintain job-specific training will mean that you cannot perform your work independently, or in some cases, at all.

Help!

Training assignments and requirements can be confusing. Our facilities are complex and the tasks we each perform (even within the same job title) can vary greatly. Below are the resources you can use to get help with your training requirements. Remember, always use UTrain via https://utrain.lanl.gov/ when possible to complete online training.

OSH-PI Training Team



The Occupational Safety and Health Division (OSH-DO) contains the OSH Performance Improvement (OSH-PI) group houses the directorate training team. Staff on this team are trained and qualified to provide you with the support you need to make sure you are assigned and complete in the right training.

Also, until you get your cryptocard, we can use a proxy log-in to help you complete online training in UTrain. Contact us for help.

Team email address: adesh-registrar@lanl.gov

Team mail stop: M890

Points of Contact:

OSH-PI Group Leader

- Krista Black - Phone: (505)665-3929 Email: krista@lanl.gov

ADESH Training POC / Training Lead:

- Benjamin J. Baca - Phone: (505)667-1193 Email: Bbaca2@lanl.gov Cell: (505)412-2671

Training Staff

- Elizabeth Coronado - Phone: (505)606-8096 Email: ecoronado@lanl.gov
- Jessica Gurley: Phone - (505)665-2018 Email: jgurley@lanl.gov
- Billie Flores (1/2 Time) - (505)667-5334 Email: bflores@lanl.gov

Institutional Training Services

Much of the training we take is conducted by or through the White Rock Training Center by the Service Innovations Division's, Institutional Training Services Group (SI-ITS). Their webpage can be found at the URL below:

http://int.lanl.gov/services/training/index.shtml

Training and Qualification for ADESH Staff

As a worker supporting DOE nuclear and nonnuclear facilities at LANL, training is a big part of safety, security, and compliance and is one of the primary tools we use to ensure a qualified workforce.

As an LANL employee, it is your responsibility to maintain all assigned training requirements, and it is your responsible line manager's responsibility to ensure you have all the correct training assigned. However, you are not alone. There are a number of people ready to help you with your training needs.

Types of training at LANL:

Institutional training

This training is automatically assigned to you because you are working on-site at LANL. Some training has a greater impact on your ability to do work than others. Regarding institutional training, you should prioritize these 2 classes:

- **Information Security Refresher**

If you have access to LANL computers, and you do not maintain this class (i.e. take the refresher on-time) you will be locked out of your computer.

- **Annual Security Refresher**

If you have a DOE-issued security clearance, and do not maintain this class, you will not be able to access your building in the morning. This data feed, like the Information Security Refresher, runs overnight, and it is a bad surprise to find that your badge does not work in the morning.

You are required to maintain all of your training, but if either of these lapse, you will not be able to do much of *anything* until these 2 are done and your access is restored. The complete list of core training required for LANS and other on-site staff can be found at the following URL:

http://int.lanl.gov/services/training/required-initial-training.shtml

Facility-specific/access training

This is assigned based on your location, and sometimes, your level of access/work in that location. Some facility-specific training is tied via data feeds to the badge system. If you do not maintain this training, you may not be able to get through the door/gate/access control center.

Hazard-based training

This training is based on your exposure to a given hazard, such as beryllium, lead, asbestos, falls from heights, confined spaces, etc. Without this training, you will not be authorized to work with/near these hazards.

Contact Information:

White Rock Training Center
667-0059 | esh-registration@lanl.gov

Some self-help resources can be found at the following locations:

UTrain Job Aid: http://int.lanl.gov/org/padops/adbi/sae/sae4/tdms/end_user-job-aids/End%20User%20Job%20Aid.pdf

Other Training Locations/Services

Depending on where you work or some of your access requirements, you may need to contact some of the other training services at LANL. A 90% complete list is below:

Associate Directorate for Nuclear and High Hazard Operations (ADHNNO) Training:

http://int.lanl.gov/org/padops/adnhho/dts/index.shtml

For questions regarding LANL Craft training, contact the MSS training team:

Group Leader:

Janet M. Annelli	Maintenance Manager 4	jannelli@lanl.gov	606-1914K418
Candelaria Leah Calabaza	Point of Contact	calabaza@lanl.gov	667-5265P903